CIVILIAN EMPLOYEE ASSISTANCE

PROGRAM

(CEAP)

Military Sealift Fleet Support Command

CEAP

- ***A confidential program which provides referral assistance to civil service mariners whose job performance is affected by issues pertaining to:***

- ***Drug abuse***

- ***Alcohol abuse***

- ***Personal issues***

  (Includes marriage / family counseling)

- ***Financial issues***

  (Provides counseling only, not assistance)

Two ways to come into CEAP

- ***Self referral***

  You have identified a problem which is affecting your job performance

- ***Result of disciplinary action***

  Referred by supervisor or ship's master

Enrollment in CEAP requires the completion of various release forms

The forms are self-explanatory and are used for the purpose of acknowledging

- ***The Privacy Act***
- ***Information that will be released from the attending physician***
- ***Information that can/will be released from the CEAP office (depending on the situation)***

- ***The forms also allow the CEAP office to receive regular updates (progression / compliance / completion date), throughout your participation in the program, from the attending p***

- ***Sick leave***

- ***Shore leave***

- ***Annual leave***

May be used (respectively) if necessary while in treatment / counseling

Fees

- ***Vary with insurance co-payment***
- ***Paid on a per-session basis***

- ***Duration of treatment/counseling depends upon the individual and situation***

- ***Successful completion also depends upon the individual's willingness to comply with program outline and recommendations***

Contact Information

Once you have expressed a desire to enroll in CEAP (or have received a disciplinary action), the CEAP office will coordinate with master/placement officer, if necessary, to repatriate you from the ship.

Telephone:

- ***(757) 443-2847***
- ***(757) 443-2844***
- ***(757) 443-2848***
- ***(757) 443-2849***

Mail:
MSFSC
Attn: N173
471 East C Street, Bldg SP 64
Norfolk, VA 23511

eMail:
msfsc_emp_benefits@navy.mil

Upon successful completion of treatment …

- The attending physician will issue a completion certificate or letter which will be placed in your file

- You will be cleared by CEAP to return to duty